

**Illinois Department of Revenue
Regulations**

Title 4 Part 875 Section 875.50 Designated Coordinator Level

TITLE 4: DISCRIMINATION PROCEDURES

**PART 875
AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE**

Section 875.50 Designated Coordinator Level

- a) If an individual desires to file a formal written grievance, the individual shall promptly, but no later than 180 days after the alleged discrimination, submit the grievance to the Designated Coordinator in writing on the Grievance Form. The Grievance Form must be completed in full in order to receive the proper consideration by the Designated Coordinator.

- b) Upon request, assistance shall be provided by the Department to complete the Grievance Form.

- c) The Designated Coordinator, or his/her representative, shall investigate the grievance and shall make reasonable efforts to resolve it. The Designated Coordinator shall provide a written response to the Complainant and Director within ten (10) business days after receipt of the Grievance Form.